



Getting Started with eSearch

⇒ To begin your search, either log in with your username and password, or click the **Sign in as a Guest** link.

⇒ The first screen you will see is the Name Search. If you prefer to search by a different method, click on the appropriate tab.

⇒ For a **Name Search** you must enter at least the first character of the Last or Firm Name. Once you have entered or selected your search criteria click **Search** to view all names matching your criteria, or click **Show Names Directory** for a listing of unique names.

⇒ If your search results in more names than will fit onto one screen, you will be able to view the additional names by clicking on the page number links located at the top and bottom right side of the screen.

⇒ A field that has a  indicates that there are additional names or property within the instrument. Click on the symbol to expand the row, displaying the additional names and/or property. Click the  to collapse the row.

Select All Clear All Expand All Rows Collapse All Rows View Selected Images View Selected Details Clear Flags											1 2 3 4 5 6		
Select	Index	Date Filed	Type	GRANTORS	GRANTEES	Description (Not Warranted)	File Number	Original File Number	Volume/Page	Original Book/Original Page	Images	Detail	Flag
<input type="checkbox"/>	LAN	6/2/1914		SMITH, JOHN C	BRAZANSKI, ADAM	[WARR] UNION ST			47 / 631		1 page	Detail	Flag
<input type="checkbox"/>	LAN	6/2/1914		HENRY, E S-TREAS PEOPLE'S SAVINGS BANK	SMITH, JOHN C	[QC] 35-94			48 / 233		1 page	Detail	Flag
<input type="checkbox"/>	LAN	8/4/1914		WELDON, THOMAS H	SMITH, JOHN J SMITH BROTHERS	[LEASE] MAIN ST			50 / 192		1 page	Detail	Flag
<input type="checkbox"/>	LAN	8/30/1916		HICKEY, THOMAS	SMITH, JOHN J SMITH BROTHERS SMITH, THOMAS E	[JUDL] CANTLAND ST [-]			50 / 550		1 page	Detail	Flag
<input type="checkbox"/>	LAN	3/16/1917		----	SMITH, JOHN SMITH, GEORGE	[ATTCH] 2 TR [+]			59 / 50		1 page	Detail	Flag

⇒ A File Number or Book/Page Number that is underlined indicates that there are related documents. To view the related documents, click the either the File Number link or the Book/Page link.

2	<input type="checkbox"/>	LAN	4/8/2009	AGREEMENT	SMITH, JOHN ANDREW SR SMITH, MARY JANE	CHASE MANHATTAN MORTGAGE	Subdivision: ALLEN REALTY COMPANY Lot 12 Address:	-	3646 / 259	3646 / 1	3 pages	Detail	Flag
3	<input type="checkbox"/>	LAN	4/13/2009	EXECUTORS DEED	SMITH, JOHN ANDREW EXE DOE, ANTHONY MARK	CHASE MANHATTAN MORTGAGE	Address: 7 CANTONE CIR	[+]	3646 / 271		3 pages	Detail	Flag
4	<input type="checkbox"/>	LAN	4/14/2009	AGREEMENT	SMITH, JOHN A SR SMITH, JOHN ANDREW JR	CHASE MANHATTAN MORTGAGE	Address: 302 WOODBRIDGE ST	-	3646 / 276	2658 / 247	3 pages	Detail	Flag

⇒ When you are finished viewing the related information, click **Close**.

5	<input type="checkbox"/>	LAN	5/30/2009	DEED	SMITH, JOHN ANDREW JR	CHASE MANHATTAN MORTGAGE			3646 / 211		1 page	Detail	Flag
6	<input type="checkbox"/>	LAN	3/31/2009								1 page	Detail	Flag
7	<input type="checkbox"/>	LAN	4/1/2009								1 page	Detail	Flag
8	<input type="checkbox"/>	LAN	4/8/2009								3 pages	Detail	Flag
9	<input type="checkbox"/>	LAN	4/13/2009								5 pages	Detail	Flag

Related Documents

File Number	Book/Page	Index	File Date	Kind	Party One	Party Two	Description	Images
	3646 / 1	LAND RECORDS	3/23/2009	WARRANTEE DEED	KEATING DOROTHY T	TERBAN SCOT		2 pages

[Close](#)
[View Details](#)

⇒ To view the complete indexed instrument, click the **Detail** link for that instrument.

Select All Clear All Expand All Rows Collapse All Rows View Selected Images View Selected Details Clear Flags											1 2 3 4 5 6		
Select	Index	Date Filed	Type	GRANTORS	GRANTEES	Description (Not Warranted)	File Number	Original File Number	Volume/Page	Original Book/Original Page	Images	Detail	Flag
26	<input type="checkbox"/>	LAN	9/14/2005		SMITH, DIANE SMITH, JOHN K	[LISP] L2 JARVIS HOME			3142 / 246		2 pages	Detail	Flag
27	<input type="checkbox"/>	LAN	3/21/2006	CERTIFICATE OF DEATH	SMITH, JOHN J JR EST SMITH, JOHN J EST				3243 / 27		1 page	Detail	Flag
28	<input type="checkbox"/>	LAN	4/4/2006	RELEASE, SUCCESSION TAX	CONNECTICUT STATE OF	SMITH, JOHN J JR EST SMITH, JOHN J EST	28-K GARDEN DR		3250 / 341		1 page	Detail	Flag
29	<input type="checkbox"/>	LAN	4/4/2006	FIDUCIARY DEED	SMITH, JOHN J JR EST	CROSSGILL, HERMINA			3250 / 344		2 pages	Detail	Flag
30	<input type="checkbox"/>	LAN	10/24/2006	MORTGAGE	SMITH, JOHN R JR PARTRIDGE, ANN R	SOUTHSTAR FUNDING LLC MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC	67 FALKNOR DRIVE		3355 / 42		20 pages	Detail	Flag

⇒ To return to the previous screen, click the **Return to Previous Page** button.

COUNTY - OFFICE TITLE

Shopping Cart - \$92.00 (11 items) Pre-paid Balance - \$207.00 My Account Welcome Mary Smith!

OFFICE HOLDER

Enter Job Reference | Recent Searches | Help | Message Center | Sign Out

SEARCH BY

Name Book/Page File Number Date Range Property Advanced View Certified Dates

Return to Previous Page

File Number	Volume/Page	Index Type	Type	Description (Not Warranted)	Date Filed	Images	Amount
	3142 / 246	LAND RECORDS		[LISP] L2 JARVIS HOME	9/14/2005	2 pages	0.00

GRANTORS

GRANTORS

DIANE SMITH

GRANTEES

GRANTEES

JOHN K SMITH

⇒ To view the image(s) that is associated with the instrument, click the **Page** link.

Select All Clear All Expand All Rows Collapse All Rows View Selected Images View Selected Details Clear Flags											1 2 3 4 5 6		
Select	Index	Date Filed	Type	GRANTORS	GRANTEES	Description (Not Warranted)	File Number	Original File Number	Volume/Page	Original Book/Original Page	Images	Detail	Flag
<input type="checkbox"/>	LAN	9/14/2005		SMITH, DIANE	SMITH, JOHN K	[LISP] L2 JARVIS HOME			3142 / 246		2 pages	Detail	Flag
<input type="checkbox"/>	LAN	3/21/2006	CERTIFICATE OF DEATH	SMITH, JOHN J JR EST SMITH, JOHN J EST	SMITH, JOHN III EX				3243 / 27		1 page	Detail	Flag
<input type="checkbox"/>	LAN	4/4/2006	RELEASE, SUCCESSION TAX	CONNECTICUT STATE OF	SMITH, JOHN J JR EST SMITH, JOHN J EST	28-K GARDEN DR			3250 / 341		1 page	Detail	Flag
<input type="checkbox"/>	LAN	4/4/2006	FIDUCIARY DEED	SMITH, JOHN J JR EST	CROSSGILL, HERMINA				3250 / 344		2 pages	Detail	Flag

⇒ To return to the previous screen, click the **Return to Previous Page** button.

COUNTY - OFFICE TITLE
OFFICE HOLDER

Shopping Cart - \$92.00 (11 items) Pre-paid Balance - \$207.00 My Account Welcome Mary Smith!

Enter Job Reference | Recent Searches | Help | Message Center | Sign Out

SEARCH BY: Name | Book/Page | File Number | Date Range | Property | Advanced | View Certified Dates

Return to Previous Page

Original Selection | << Recorded Book/Page >> | << Recorded File Number >> | << Related Records >>

Index	Date Filed	Type	Party Ones	Party Twos	Description (Not Warranted)	File Number	Book/Page	Images
LAN	9/14/2005		SMITH, DIANE	SMITH, JOHN K	[LISP] L2 JARVIS HOME		3142 / 246	2 pages

Add Selected Page(s) to Cart | Add Document to Cart | Purchase Selected Image(s) | Purchase Document

(Page 1 of 2)

⇒ To select specific images for purchasing, hold down the **CTRL** key on the keyboard and click on the thumbnails of the images that you want. Then click **Add Selected Pages to Cart**.

Search Results

Original Selection | << Recorded Book/Page >> | << Recorded File Number >> | << Related Records >>

Index	Date Filed	Kind	Party Ones	Party Twos	Description	File Number	Book/Page	Images
CON	11/7/1989	EXCHANGE	PAYNE, CYNTHIA R	-BK FIRST GUARANTY BANK	L39 & 40 I-12 COMMERCIALPARK SEC 1-7-7	400087	591/29	2 pages

Add Selected Page(s) to Cart | Add Document to Cart | Purchase Selected Image(s)

1 of 2

1/2

2/2

EXCHANGE BETWEEN FIRST GUARANTY BANK UNITED STATES OF AMERICAN
AND STATE OF LOUISIANA
WILLIAM PAYNE & CYNTHIA RUSSELL PAYNE PARISH OF TANGIPAHOA

⇒ To select the entire document for purchasing, click the **Add Document to Cart** link. Notice that the shopping cart will now list the amount of money that you owe as well as the number of items that you have selected.

COUNTY - OFFICE TITLE
OFFICE HOLDER

Shopping Cart - \$2.00 (1 item) Pre-paid Balance - \$207.00 My Account Welcome Mary Smith!

Enter Job Reference | Recent Searches | Help | Message Center | Sign Out

SEARCH BY: Name | Book/Page | File Number | Date Range | Property | Advanced | View Certified Dates

Return to Previous Page

Original Selection | << Recorded Book/Page >> | << Recorded File Number >> | << Related Records >>

Index	Date Filed	Type	Party Ones	Party Twos	Description (Not Warranted)	File Number	Book/Page	Images
LAN	9/14/2005		SMITH, DIANE	SMITH, JOHN K	[LISP] L2 JARVIS HOME		3142 / 246	2 pages

Add Selected Page(s) to Cart | Add Document to Cart | Purchase Selected Image(s) | Purchase Document

(Page 1 of 2)

- ⇒ To check out, paying for and printing your images, click the **Shopping Cart** link. The items that you have selected will be displayed. In the **Guest** Reference field enter a reference name for your purchase and click **Checkout at Counter**.

The screenshot shows the 'Shopping Cart' interface. At the top, it says 'COUNTY - OFFICE TITLE' and 'OFFICE HOLDER'. The cart status is 'Shopping Cart - \$20.00 (1 item)' and it says 'Welcome Guest User!'. There are links for 'Help | Message Center | Sign Out'. Below this is a 'SEARCH BY' section with tabs for 'Name', 'Book/Page', 'File Number', 'Date Range', 'Property', 'Advanced', and 'View Certified Dates'. A 'Return to Previous Page' button is present. The main section is titled 'Clear Cart' and contains a table with the following data:

County	Item Description	Reference	Qty	Price/Unit	Sub Total
	Book: 3355 Page: 42 Page Sequence: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20		20	\$1.00	\$20.00

Below the table, there is a 'REFERENCE' section with a 'Guest Reference' field containing 'Mary Smith'. A red arrow points to this field. At the bottom right, there is a 'Checkout At Counter' button, which is also pointed to by a red arrow. The total amount is displayed as '\$20.00'.

- ⇒ You will be directed to go to the Front Counter in the office where you can purchase your images. Once you have purchased the images, they will be printed.

The screenshot shows the 'Shopping Cart' interface with an empty cart. At the top, it says 'COUNTY - OFFICE TITLE' and 'OFFICE HOLDER'. The cart status is 'Shopping Cart - empty' and it says 'Welcome Guest User!'. There are links for 'Help | Message Center | Sign Out'. Below this is a 'SEARCH BY' section with tabs for 'Name', 'Book/Page', 'File Number', 'Date Range', 'Property', 'Advanced', and 'View Certified Dates'. A 'Return to Previous Page' button is present. A yellow banner with a green checkmark and the text 'Please collect your images at the front desk.' is displayed. Below this, it says 'No items in the cart.' and 'Total: \$0.00'. A red arrow points to the yellow banner. The footer includes 'Powered by Cott Systems, Inc.' and '© 2007, 2008, 2009 Cott Systems, Inc. Version 1.2.0.'.